

SCOPE OF WORK	
Position	: Global Health and Innovation Manager
Department	: Policy, Advocacy, and Campaign
Employee Type	: Revision Date

I. CISDI AND OUR CULTURE

CISDI is a full-service Center of Expertise that advances health system strengthening and development through community-engaged approaches, targeted research, policy advocacy, and campaigns. Our vision is to set and implement health system standards, leaving no one behind by driving a systemic, evidence-based transformation of Indonesia’s and other countries’ health systems. We work in close collaboration with international institutions, governments, donors and private sector partners to support PHC systems and ensure robust and public-oriented policies are set and subsequently implemented.

CISDI is structured into five fully integrated units providing advisory and MEL, policy advocacy, knowledge production, behavior change communication, implementation excellence, and digital health services. During the last 5 years CISDI has nearly tripled in both size and scope. While other Civil Society Organizations and NGO’s have been adversely affected by USAID’s closure, CISDI has expanded rapidly. We are positioned to continue this growth trajectory by expanding into new business sectors with service offerings driven by donors and private client’s requests. To ensure we operate internally to the same high standards we perform externally, we embarked on an aggressive organizational-wide transformation aligning our internal policies, processes, procedures and systems to meet these changing market dynamics.

CISDI’s corporate culture is our “Super Power”. We hire highly intelligent professionals who thrive on challenges. Our professionals are given the freedom to express their creativity by solving complex healthcare sectoral issues often working on problems that other organizations may not have tried or have failed. Our people thrive in a collaborative work environment where ideas are heard and acted upon regardless of level or length of employment. Work-Life balance is not just talk but is embedded into our operating models, policies and procedures. It is who we are.

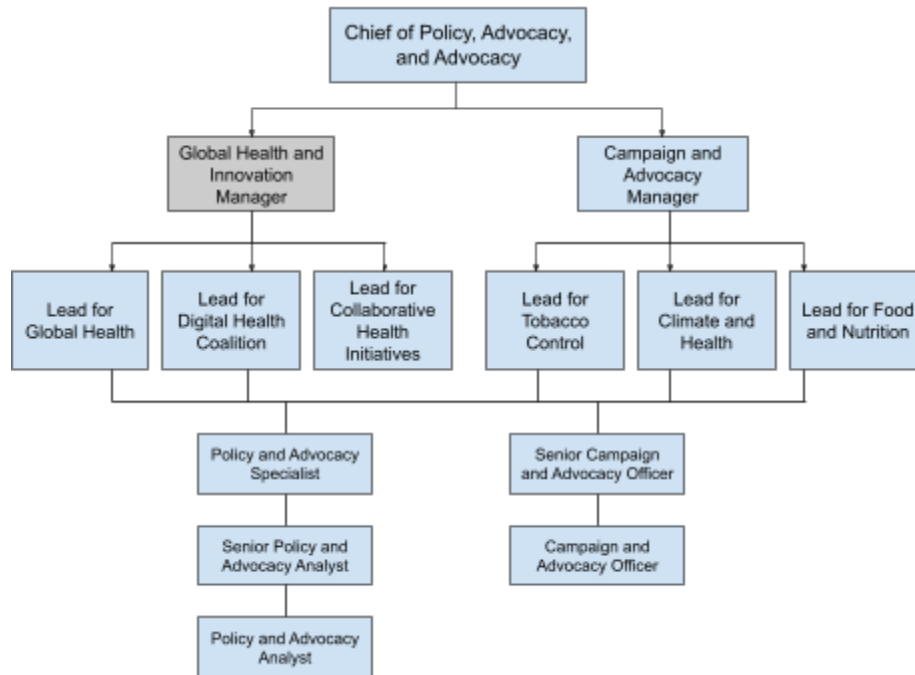
II. SUMMARY OF ROLE

The Global Health and Innovation Manager reports directly to the Chief of Policy, Advocacy, and Campaign and is responsible for leading and overseeing the organization’s global health advocacy, digital health coalition, and collaborative health initiatives. This role serves as a manager who provides vision, coordination, and thought leadership across three distinct but complementary issue areas, ensuring coherent messaging, stakeholder engagement, and policy/advocacy impact.

The Manager leads three substantive issue leads with distinct focus areas and methodologies:

- Global Health Lead: Policy analysis, advocacy positioning, and international engagement on priority global health issues
- Digital Health Lead: Digital health coalition convening, partnership coordination, and policy positioning on digital health
- Collaborative Health Initiatives Lead: Partnership-centered initiatives, collaborative problem-solving, co-creation with diverse stakeholders, and relational capacity building

III. ORGANIZATION CHART



IV. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
Global Health Advocacy & Policy Analysis (20%)	<ul style="list-style-type: none"> • Work with Global Health Lead to develop policy briefs, position papers, and advocacy materials on priority health issues • Support Global Health Lead in identifying policy windows and emerging opportunities • Assist in translating policy analysis into stakeholder communications • Engage with policy-makers, international organizations, and key contacts to advocate for organizational priorities 	<ul style="list-style-type: none"> • Quarterly policy landscape briefing reports • Position papers • Documentation of advocacy engagements with policy forums and international organizations

<p>Digital Health Coalition Coordination & Convening</p> <p>(20%)</p>	<ul style="list-style-type: none"> • Provide coordination and strategic guidance to Digital Health Lead on coalition convening and partnership activities • Support the Digital Health Lead in organizing coalition meetings, convenings, and joint initiatives • Support the Digital Health Lead to monitor digital health policy landscape and identify coalition advocacy opportunities 	<ul style="list-style-type: none"> • Coalition partnership and stakeholder engagement documentation • Annual Digital Health Coalition landscape or strategic assessment
<p>Collaborative Health Initiatives Support</p> <p>(20%)</p>	<ul style="list-style-type: none"> • Work with Collaborative Health Initiatives Lead to design and oversee partnership-centered initiatives and collaborative problem-solving processes • Support substantive analysis for policy and knowledge product development from ongoing collaborative efforts • Oversee quality and implementation of collaborative health methodologies 	<ul style="list-style-type: none"> • Collaborative health methodology frameworks or guidelines (annual review/update) • Documentation of collaborative initiative design and partnership outcomes
<p>Leadership and Team Management</p> <p>(5%)</p>	<ul style="list-style-type: none"> • Manage workload and performance of three issue leads with distinct functional areas • Facilitate knowledge sharing and peer learning among the three issue leads 	<ul style="list-style-type: none"> • Team engagement feedback or pulse check-ins (quarterly)
<p>Policy Engagement & Stakeholder Coordination</p> <p>(15%)</p>	<ul style="list-style-type: none"> • Assist issue leads in building relationships with government champions and supportive stakeholders • Support issue leads in organizing stakeholder meetings and engagement sessions • Coordinate with Communications team on stakeholder briefing materials 	<ul style="list-style-type: none"> • Policy engagement missions or dialogues coordinated (documented with outcomes) • Government feedback and receptiveness documentation

<p>Cross-Functional Coordination & Campaign Alignment (10%)</p>	<ul style="list-style-type: none"> • Coordinate with Campaign and Advocacy Manager to ensure global health, digital health, and collaborative health advocacy aligns with broader campaign agendas and policy windows • Share emerging policy developments and opportunities relevant to campaign work • Facilitate joint planning and coordination on overlapping issues (e.g., climate & health, food & nutrition) 	<ul style="list-style-type: none"> • Quarterly strategic coordination meetings with Campaign and Advocacy Manager documented • Coordination meeting notes on overlapping issues and alignment strategies
<p>Budget & Resource Management (10%)</p>	<ul style="list-style-type: none"> • Assist the Leads in developing and managing budgets and timelines for all three issue areas • Assist the Partnership team in identifying funding opportunities for advocacy initiatives 	<ul style="list-style-type: none"> • Quarterly financial reports with spending summaries • Partnership proposals or secured funding for new initiatives

V. Working Relations

<p>Internal</p>	<ul style="list-style-type: none"> • Campaign and Advocacy: Coordinate to ensure strategic complementarity and aligned engagement with stakeholders • Digital Communications: Supply campaign narratives and policy insights for content and messaging • Community Engagement: Coordinate community voices into advocacy campaigns • Media Relations: Provide policy analysis and messaging briefs for media engagement • Partnership: Map and coordinate for a funding opportunity • Government Relations: Provides policy access and leverages government relationships for advocacy goals • Finance, Administration, and HC: Processes budgets, contracts, and administrative support
<p>External</p>	<ul style="list-style-type: none"> • Consultants: Commission specialized research, design, and implementation support as needed • Policymakers: Primary target audience for advocacy engagement and policy influence • Experts: Consult and technical expertise, evidence, and credibility for campaign and advocacy messaging.

VI. QUALIFICATIONS

A. Minimum Qualifications

- Bachelor's degree in Public Health, International Relations, Political Science, or related field; Master's degree preferred
- Minimum 5+ years of experience in policy advocacy, campaign management, or health program development
- Demonstrated experience managing multiple team members
- Substantive knowledge of global health issues, digital health, or related areas
- Experience engaging with government officials, policymakers, or coalition coordination
- Experience coordinating partnerships or multi-stakeholder initiatives

B. Competencies

- Strategic Thinking
 - Ability to connect advocacy work to policy goals; comfortable with complexity
- Leadership & Team Development
 - Supportive management; commitment to team well-being and professional growth
- Stakeholder Engagement
 - Skill in building relationships with government, international organizations, coalitions, and partners
- Coalition & Partnership Coordination
 - Experience convening diverse stakeholders and facilitating joint initiatives
- Adaptive Learning
 - Comfortable adjusting strategies based on feedback and evidence
- Cross-Functional Collaboration
 - Ability to coordinate across teams and manage competing priorities
- Evidence-Based Thinking
 - Comfort with data and evidence-grounded decisions